

Notice: Under ss. NR 162.09(3), NR 166.12(4), and NR 167.18(4), Wis. Adm. Code, a municipality is required to provide complete information, as requested on this form, to verify that it has met Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Small Business in Rural Areas (SBRA) goals, if applicable. The Department will not complete a financial assistance agreement unless the municipality submits documentation regarding MBE/WBE/SBRA solicitation or utilization. Failure to provide information requested, meet the goals, or make a good faith effort, may result in sanctions described in s. NR 162.09(3)(b), s. NR 166.12(4)(e), or s. NR 167.18(4)(e), Wis. Adm. Code.

Personally identifiable information provided on this form will be used to review MBE/WBE/SBRA participation in a project and may also be made available to requesters as required by Wisconsin Open Records law [ss. 19.31 - 19.39, Wis. Stats.].

☐ Clean Water Fund Program

☐ Safe Drinking Water Loan Program

☐ Land Recycling Loan Program

Project Information

1. Name of Municipality	2. EIF Project Number
3. Name of Authorized Representative	Title of Authorized Representative

Good Faith Effort

4. Did your municipality utilize MBEs and WBEs (and SBRA's if a federally-funded project) for performance of construction work on this project to the extent feasible? ☐ Yes ☐ No
5. Did your municipality either: ☐ Yes ☐ No
- a. Contact at least 5 MBEs and 5 WBEs (and 5 SBRA's if a federally-funded project) when soliciting bids? (Submit MBE/WBE/SBRA Contacts Worksheet, Form 8700-294A, or equivalent.) OR
- b. Publish an advertisement in the official newspaper of record that included language encouraging MBEs and WBEs (and SBRA's if a federally-funded project) to submit bids? (Submit proof of advertising.)
6. Did each primary contractor either: ☐ Yes ☐ No
- a. Contact at least 5 MBEs and 5 WBEs (and 5 SBRA's if a federally-funded project) when soliciting bids? (Submit MBE/WBE/SBRA Contacts Worksheet, Form 8700-294A, or equivalent for each contractor.) OR
- b. Publish an advertisement in an industry trade publication and/or the official newspaper of record that included language encouraging MBEs and WBEs (and SBRA's if a federally-funded project) to submit proposals? (Submit proof of advertising.)
7. Did your municipality assure that your primary contractor solicited and/or utilized MBE/WBE/SBRA's when subcontracting? ☐ Yes ☐ No
8. Did your municipality, your primary engineer, and/or primary contractor divide the total scope of work into smaller tasks and packages to permit maximum utilization of MBE/WBE/SBRA's? ☐ Yes ☐ No
9. Did your municipality, your primary engineer, and/or primary contractor establish delivery schedules that enabled MBE/WBE/SBRA's to compete for contracts or subcontracts? ☐ Yes ☐ No
10. Did your municipality, your primary engineer, and/or primary contractor use the disadvantaged business services (obtain lists of certified disadvantaged businesses or request other assistance) of agencies such as the Wisconsin Department of Commerce, Wisconsin Department of Administration, Wisconsin Department of Transportation, or the Small Business Administration? ☐ Yes ☐ No
11. Were solicited MBE/WBE/SBRA's provided a reasonable amount of time to respond to requests for bids? ☐ Yes ☐ No
- Bid Closing Date: _____
12. If requested by an MBE or WBE, did you provide the enterprise a list of individuals and firms in possession of plans, specifications and other relevant project information? ☐ Yes ☐ No ☐ N/A
13. If you answered "No" to any of the questions in numbers 5-12 above, provide justification or an explanation of why you could not answer "Yes" to that question. Attach an additional sheet of paper if extra space is required.

Primary Engineer's Certification (Select one)

- ☐ As the primary engineer for the municipality and Environmental Improvement Fund project, the engineering firm hereby certifies that:
- the primary engineer reviewed MBE/WBE/SBRA contact information supplied by each construction contractor, and
 - each primary construction contractor made a good faith effort to utilize MBE/WBE/SBRAs in this project.
- ☐ The engineering firm cannot certify that each primary construction contractor made a good faith effort to utilize MBE/WBE/SBRAs in this project.
- We are aware that this may result in sanctions described in s. NR 162.09(3)(b), s. NR 166.12(4)(e), or s. NR 167.18(4)(e), Wis. Adm. Code.

Signature of Primary Engineer	Date Signed
Name of Primary Engineer (Print or Type)	Telephone Number ()
Name of Engineering Firm	

Municipal Certification (Select one)

- ☐ The municipality hereby certifies that:
- the municipality reviewed the primary engineer's contract award recommendations to assure applicable MBE/WBE/SBRA requirements are met,
 - an overall good faith effort was made to utilize MBE/WBE/SBRAs by the municipality, the primary engineer, and each primary contractor, and
 - the municipality met the intent of the applicable administrative code (s. NR 162.09(3), s. NR 166.12(4), or s. NR 167.18(4), Wis. Adm. Code).
- ☐ The municipality cannot certify that:
- an overall good faith effort was made to utilize MBE/WBE/SBRAs by the municipality, the primary engineer, and each primary contractor, and/or
 - the municipality met the intent of the applicable administrative code (s. NR 162.09(3), s. NR 166.12(4), or s. NR 167.18(4), Wis. Adm. Code).
- We are aware that this may result in sanctions described in s. NR 162.09(3)(b), s. NR 166.12(4)(e), or s. NR 167.18(4)(e), Wis. Adm. Code.

Signature of Authorized Representative	Date Signed
Name of Authorized Representative (Print or Type)	Title of Authorized Representative (Print or Type)

Form

Prepared By	E-Mail Address
Of (Municipality or Firm Name)	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Telephone Number ()</div> <div style="width: 45%;">Fax Number ()</div> </div>

DNR Use Only

a. Is this form filled out completely?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Did the engineer and the authorized representative both sign the form?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Are the submitted justifications and explanations acceptable?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Project Manager Signature	Date Review Completed
Notes or Comments:	